

# CLP Login Instructions

The Common Learning Portal (CLP) is accessible outside the firewall, anytime, anywhere (even on your phone or tablet!); however some content on the site is protected by login and requires an account to access. The following content requires you to be logged in with an account:

- Learning Activities
- Groups
- NPS only content (this content is only accessible to NPS users logged in with their PIV cards)

This guide will explain how to create an account on the CLP and log in so you can access all the wonderful learning resources the site has to offer.

Ready to get started? Identify the type of user you are below, and then follow the instructions on how to log in.

## Who Am I?

- [I am an NPS Employee with access to a government computer/laptop](#)
- [I am an NPS Employee with a CLP Account who wants to log into the CLP on a home computer, phone, or tablet](#)
- [I am an NPS Employee who would like to send an invitation to the CLP to an NPS Volunteer/Partner](#)
- [I am an NPS Volunteer/Partner](#)

**IMPORTANT:** If you are an NPS Employee that doesn't have access to your government computer/laptop and can't login with your PIV card, please use the instructions for an NPS Volunteer/Partner.

## I am an NPS Employee with access to a government computer/laptop.

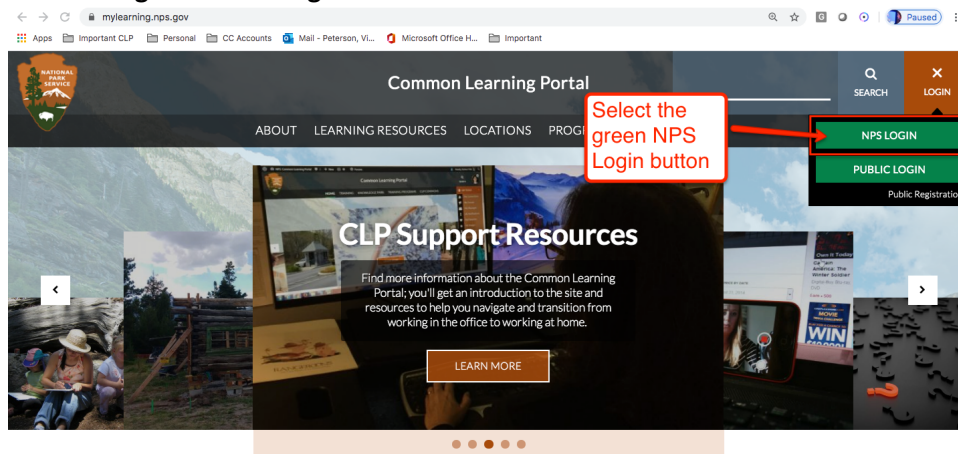
If you are an NPS Employee with access to a government computer/laptop, please use the following steps:

1. Go to [mylearning.nps.gov](https://mylearning.nps.gov).

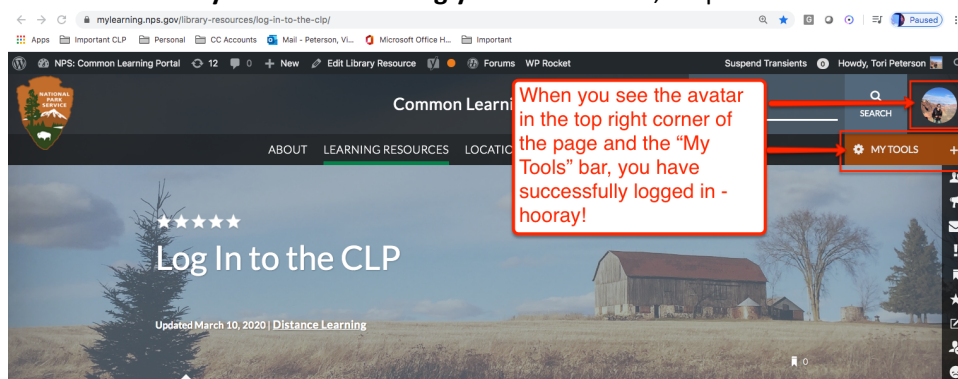
2. Click on the Login button at the top right corner of the page.



3. Select the green "NPS Login" button.



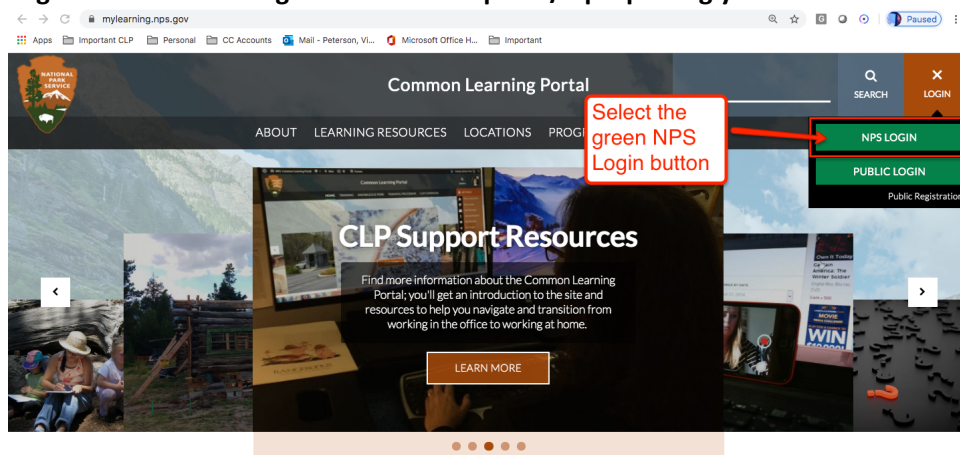
4. The site will use your PIV card to log you into the site; no password is needed!



I am an NPS Employee with a CLP Account who wants to log into the CLP on a home computer, phone, or tablet.

You can temporarily enable remote access and set a password for your CLP account, which will allow you to log in to the CLP without your PIV card. To set a password for your CLP account, please use the following steps:

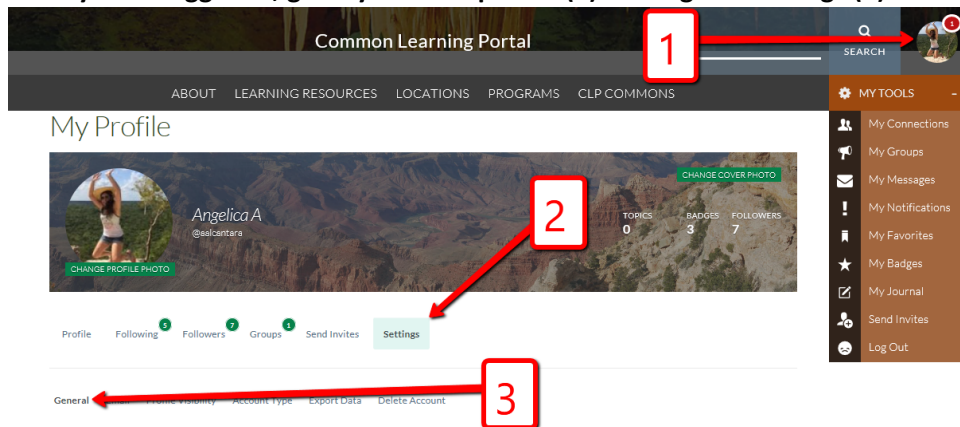
1. Go to [mylearning.nps.gov](https://mylearning.nps.gov).
2. Log in to the CLP on a government computer/laptop using your PIV card like normal.



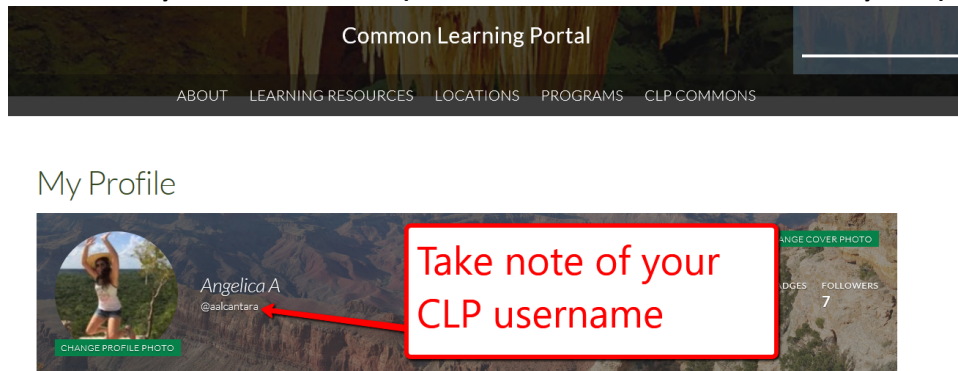
“What if I don’t have access to my government computer/laptop and can’t login with my PIV card?” Please move to the next section entitled “I am an NPS Volunteer/Partner” for instructions.

If you DO have access to your government computer/laptop, please proceed to the next step.

3. Once you’re logged in, go to your user profile (1). Then go to Settings (2) --> General (3).



4. Write down your CLP username (it is the text that comes after the @ symbol).



5. Create or update your CLP password. Please note: For security reasons, you can only change your CLP password once every 24 hours.

*You must create a password in order to access the CLP remotely.*

New CLP Password

Repeat New CLP Password

Your password must:

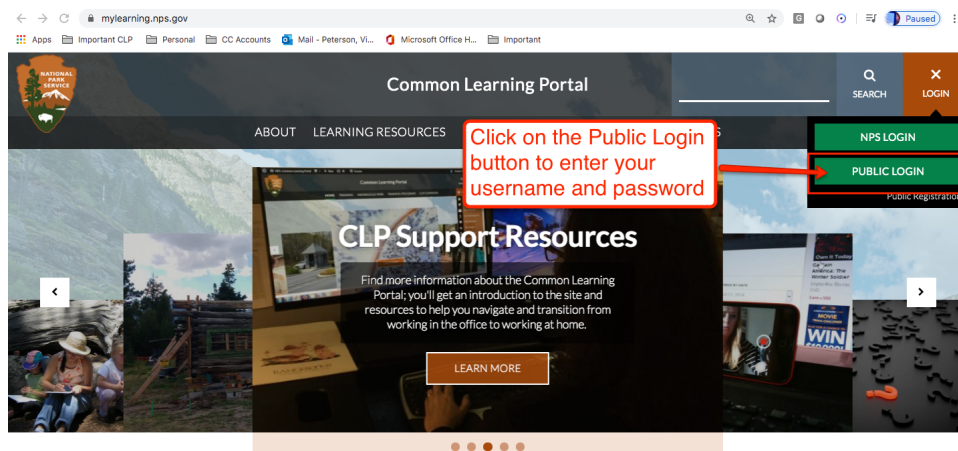
- Be different from your current password.
- Be at least 12 characters long.
- Contain a minimum of one character from at least three of the following four categories: uppercase, lowercase, numeric, and special (non-alphanumeric).
- Be changed every 60 days at minimum.

*Use Your Password for Remote Access!*

As an NPS employee you can login at any time from within the NPS network with your PIV card. But for those times when you're on-the-go, use your password to access the CLP without needing your PIV card. You simply need to login using your PIV card at least once every two weeks to ensure Remote Access is available for your account. [Learn more about Remote Access >](#)

SAVE CHANGES

6. After setting your CLP password, you'll be able to login with your CLP username (or your government email address) and the password you set during this process via the Public Login button.



You will be directed to the screen below; enter your username and password into the appropriate fields and click Log In.

The image shows a screenshot of a web browser displaying the 'Common Learning Portal' login page. The browser's address bar shows a URL starting with 'mylearning.nps.gov/login-redirect'. The page has a dark header with the NPS logo and navigation links: ABOUT, LEARNING RESOURCES, LOCATIONS, PROGRAMS, and CLP COMMONS. Below the header is a large banner with the word 'Login' and two buttons: 'LOGIN' and 'PUBLIC REGISTRATION'. Overlaid on the bottom half of the page is a diagram with three red boxes containing numbered instructions, with red arrows pointing to the corresponding fields on the login form. The instructions are: 1.) Enter your username or the email associated with your account here. (points to the 'Username or Email Address' field), 2.) Enter your password here. (points to the 'Password' field), and 3.) Click Log In. (points to the 'LOG IN' button). The login form itself is titled 'No PIV Card? Login Here' and includes fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a 'LOG IN' button. A link for 'Forgot your CLP password? Reset it here.' is at the bottom of the form.

This process will enable you to have access to your CLP account on a home computer, phone, or tablet for 60 days. In order to maintain this access, you will need to follow steps 6 and 7 in [this resource](#).

## I am an NPS Volunteer/Partner.

If you are an NPS volunteer/partner, you must be invited to register for the CLP by an NPS employee (NOTE: this NPS employee must be able to access their CLP account using their PIV card in order to send invites).

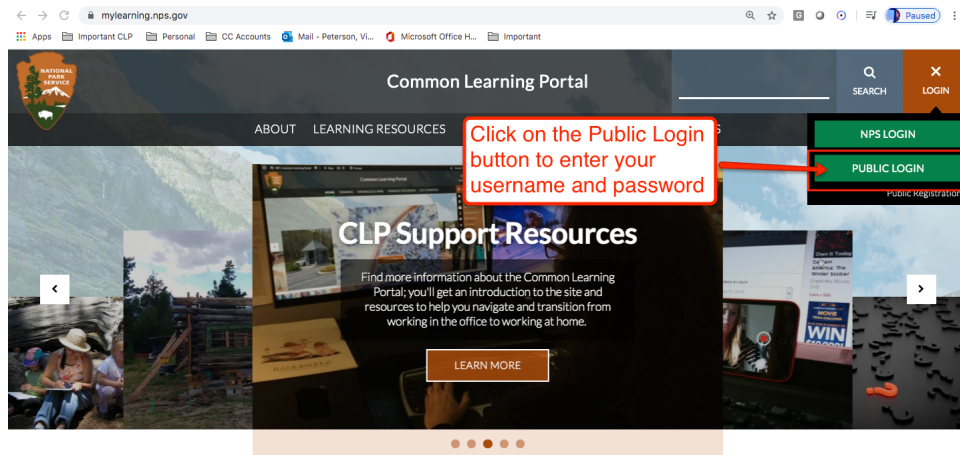
**NPS EMPLOYEES:** For instructions on how to send invitations to NPS Volunteers/Partners so they can create an account on the CLP and join the community, please [watch this video](#).

**NPS VOLUNTEERS/PARTNERS:** Once you have received an invitation in your email, please complete the following steps:

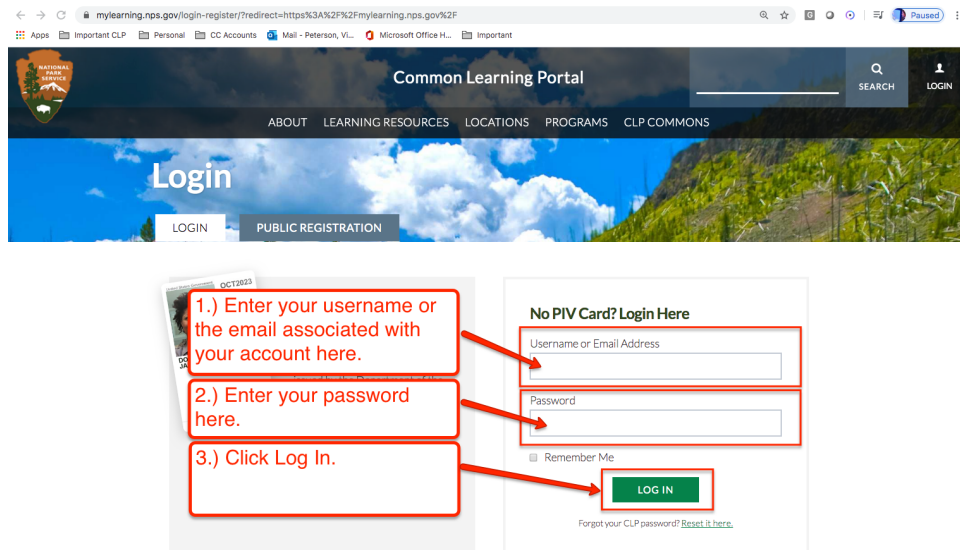
1. **Follow the instructions in the email. Click on the link provided and fill out the information requested in the form.** IMPORTANT: When filling out the form, please write down your CLP username (or the email address associated with your account) and the password. You will need them both to log in to the CLP later.
2. **You will receive a second email from the CLP requesting that you activate your account. Follow the instructions in this email.**
3. **You are now a CLP member!** You can log in with your CLP username and password at any time.



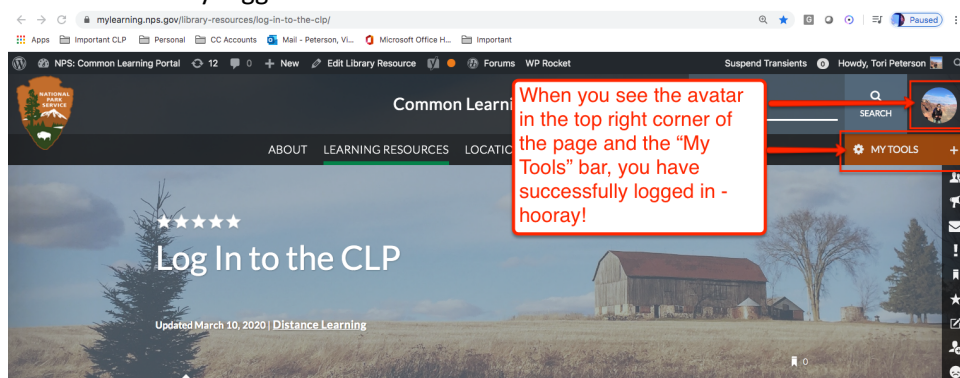
4. To login, go to the Login --> Public Login.



5. Enter your username and password in the appropriate fields and click Log In.



6. When you see the avatar icon at the top right corner of the page and the "My Tools" bar, you have successfully logged in!



I am an NPS Employee who would like to send an invitation to the CLP to an NPS Volunteer/Partner.

For instructions on how to send invitations to Volunteers/Partners so they can create an account on the CLP and join the community, please [watch this video](#).

## Questions?

Have questions or need help? Please contact the CLP team at [clp@nps.gov](mailto:clp@nps.gov).